



JOB DESCRIPTION

Title: **CIVIL ENGINEER I**
Department: Public Services/Engineering
Class Code: 3135
FLSA Status: Non-Exempt
Effective Date: March 6, 2007 (Rev. 07/2008)
Grade Number: 22

GENERAL PURPOSE

Under general supervision from the Civil Engineer, is responsible for construction management and inspections, engineering design, drafting, survey work, and traffic counts.

EXAMPLE OF DUTIES

- *-- Supervises public works construction projects and serves as construction engineer. This entails assuring contractor's work conforms to the project specifications and is accomplished by inspecting the contractor's work on a daily basis; by keeping a daily record of instructions and directions given to the contractor regarding plan and specification interpretation and any required change orders; coordinating with an independent testing lab any materials testing required by project specifications; by verifying quantities for payment on contractor's monthly pay request; by providing for public safety during the project
- *-- Conducts construction inspections, reviews contractor pay requests; responsible for the management of ADA ramp, sidewalk, and curb and gutter replacement, trip hazard, and road cut programs.
- *-- Oversees other agencies and contractors working within City boundaries to ensure public safety and ensure protection of City facilities; coordinates road closures to maintain traffic flow.
- *-- Assists Engineering staff in designs for Public Services/Engineering projects in accordance with general engineering principles and Murray City standards; designs, prepares drawings, specifications, bidding documents, contracts, and cost estimates for road projects; conducts and coordinates design and construction surveying, provides construction staking.
- *-- Conducts traffic studies to support compliance with state and local codes; conducts traffic studies to support project design projections.

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- *-- Supervises and inspects water mains, sewer lines, storm drains, curb and gutters, sidewalks and road cuts.
- Assists in issuing engineering permits; corresponds with contractors, other governmental agencies and public on problems related to public works construction.
- Answers technical questions and provides information to the public.
- *-- Reviews problems where snow removal is pushed into public rights of way.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from college with a bachelor's degree in civil engineering. Experience in construction inspection, surveying, engineering design, and drafting is desired.

Special Requirements

- Must have a valid Utah Drivers License; EIT certified; AutoCad and ARCGIS experience is desired.

Necessary Knowledge, Skills and Abilities

- Working knowledge of construction management, inspections, engineering design; working knowledge of drafting, working knowledge of public works construction; working knowledge of computer aided drafting systems.
- Skill in operating drafting and survey equipment.
- Ability to operate personal computer, plotters, and ability to instruct others in the operation and use of engineering software.
- Ability to establish and maintain effective working relationships with employees, other divisions, contractors, other agencies and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.
- Ability to read, interpret and produce maps, surveys, engineering drawings and graphics from engineering software; ability to use CAD, Spread Sheet, Pavement Management and GIS software

TOOLS & EQUIPMENT USED

- Personal computer, including word processing, spreadsheets, and database and computer-aided-design software; engineering calculator, standard drafting tools; surveying equipment; traffic counting equipment; motor vehicle; phone; mobile radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate testing instruments, computers and various pieces of office equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee works in outside weather conditions. The employee works near moving mechanical parts and in excavations or traffic and is exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment varies from moderate to loud.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.